

**DETAILED REQUIREMENTS**  
**General Fund**

Lane Library District

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2019-2020			
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding 2016-2017	First Preceding 2017-2018	This Year 2018-2019							
<b>Personnel Services</b>										
1	59,842	62,016	70,659	1. Library Director Salary	1		73,799	73,799		1
2	40,980	42,312	48,387	2. Librarian I Salary(ies)	1		50,539	50,539		2
3	50,836	52,134	57,932	3. Library Assistant(s) Salary(ies)	3		60,062	60,062		3
4	58,432	52,556	63,001	4. Benefits and Taxes			66,000	66,000		4
5	-	-	100	5. Hiring & Plan Set-up Fees			200	200		5
6	559	562	800	6. Workers Compensation			650	650		6
7	210,649	209,580	240,879	7. Total Personnel Services			251,250	251,250	-	7
<b>Materials and Services</b>										
<b>Insurance</b>										
8	3,196	3,218	4,000	8. Insurance (building and liability)			5,000	5,000		8
9			-	9. Insurance (other)			-	-		9
10	3,196	3,218	4,000	10. Total Insurance			5,000	5,000	-	10
<b>Contract Services</b>										
11	565	735	650	11. Bookkeeping (accounting services)			750	750		11
12	4,500	8,750	9,000	12. Audit/Review			9,000	9,000		12
13	4,960	5,611	8,000	13. Janitorial Services			14,000	14,000		13
14	10,025	15,096	17,650	14. Total Contract Services			23,750	23,750	-	14
<b>Building Expenses and Utilities</b>										
15	6,427	7,709	8,000	15. Electric			8,000	8,000		15
16	1,795	1,156	2,000	16. Natural Gas			2,000	2,000		16
17	2,276	3,528	3,500	17. Water and Sewer			3,000	3,000		17
18	618	631	750	18. Disposal Service			750	750		18
19	14,927	-	-	19. Property Lease			-	-	-	19
20	2,362	2,971	5,000	20. Building Maintenance			5,000	5,000		20
21	28,405	15,995	19,250	21. Total Building Expenses and utilities			18,750	18,750	-	21
<b>Operating Costs</b>										
22	1,704	2,218	2,500	22. General Operating Costs			2,500	2,500		22
23	713	427	800	23. Postage			800	800		23
24	6,659	7,709	8,000	24. Telecommunications			8,000	8,000		24
25	345	-	1,500	25. Equipment Maintenance			1,500	1,500		25

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Second Preceding 2016-2017	First Preceding 2017-2018									
				<b>Materials and Supplies (continued)</b>						
				<b>Operating Costs (continued)</b>						
26	1,126	1,741	2,000	26. Office Supplies			2,000	2,000		26
27	844	709	1,200	27. Janitorial Supplies			1,250	1,250		27
28	1,786	1,525	2,000	28. Computer Software			3,000	3,000		28
29	3,406	3,433	4,000	29. Copier and Printer Expense and Supplies			4,000	4,000		29
30	429	2,366	4,000	30. Furniture and Equipment (2018 forward includes technology)			15,000	15,000		30
31	7,410	6,791	8,000	31. SIRSI (library catalog system)			8,000	8,000		31
32	846	638	800	32. OCLC (catalog record service)			800	800		32
33	720	720	1,000	33. Security			4,000	4,000		33
34	-	-	1,000	34. Legal Expenses			1,000	1,000		34
35	2,079	-	1,000	35. Election Costs			1,000	1,000		35
36	1,193	1,279	1,500	36. Notices and Publicity			1,500	1,500		36
37	283	477	1,000	37. Volunteer Expense			1,000	1,000		37
38	14,866	29,733	35,000	38. Debt Service			35,000	35,000		38
39	44,409	59,766	75,300	39. <b>Total Operating Costs</b>			90,350	90,350	-	39
				<b>Collection and Program Costs</b>						
40	9,380	8,432	10,000	40. Collection - Adult			12,000	12,000		40
41	7,268	7,469	10,500	41. Collection - Children and Young Adult			15,000	15,000		41
42	2,160	857	2,500	42. Collection - Processing Supplies			3,000	3,000		42
43	1,078	2,495	3,000	43. Electronic Databases and Materials			3,000	3,000		43
44	986	1,302	1,500	44. Programs - Adult			3,000	3,000		44
45	3,965	4,147	4,500	45. Programs - Children and Young Adult			5,574	5,574		45
46	24,837	24,702	32,000	46. <b>Total Collection and Program Costs</b>			41,574	41,574	-	46
				<b>Staff and Board Development</b>						
47	469	469	2,000	47. Travel and Training			2,000	2,000		47
48	479	598	1,000	48. Memberships and Dues			1,000	1,000		48
49	948	1,067	3,000	49. <b>Total Staff and Board Development Costs</b>			3,000	3,000	-	49
				<b>Transfer to Other Funds</b>						
50	100,000	25,000	140,000	50. <b>Transfer to Building Reserve Fund</b>			80,000	80,000		50
51	2,500	2,500	-	51. <b>Transfer to Technology Reserve Fund</b>			-	-		51
52			15,000	52. Operating Contingency			15,000	15,000		52
53	424,969	356,924	547,079	53. <b>TOTAL EXPENDITURES</b>			528,674	528,674	-	53
54	201,378	268,514	140,000	54. <b>UNAPPROPRIATED ENDING FUND BALANCE</b>			125,000	125,000		54
55	626,347	625,438	687,079	55. <b>TOTAL REQUIREMENTS</b>			653,674	653,674	-	55